


Chief Probation Officer Leave Notification Policy

Approved: 

Date: June 2012

I. Policy

Chief Probation Officers shall notify the Administrative Office of Probation of absences due to illness, vacation, funeral, or family leave that exceed three (3) consecutive work days.

II. Purpose

In an effort to administer an effective and efficient Probation System, it is necessary for the Administrative Office of Probation to be made aware of any situation where Chief Probation Officers will be absent from their duties and be notified of who will be in authority during the absence.

III. Reference

Not applicable.

IV. Procedure

- A. Chief Probation Officers shall inform the Administrative Office of Probation in writing of any absence from the workplace for more than three (3) consecutive work days due to illness, vacation, funeral, or family leave.
- B. The Chief Probation Officer shall inform the Administrative Office of Probation as to who will be in authority during his or her absence.